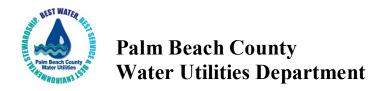
STANDARD OPERATING PROCEDURE



TO: WUD-Engineering, Contractors

FROM: Asset Management

SUBJECT: Asset Onboarding Procedure for Contractors

ISSUE	DATE	ТҮРЕ	SECTION/COMMENTS
INITIATED	12/15/2020	NEW	ORIGINAL DOCUMENT
REVISED			

ASSOCIATED DOCUMENTS:

SOP#: AM-AOB-001.1

Custom Asset Onboarding Worksheet for Treatment Plants, Capital Improvement Program

Standard Lift Station Onboarding Worksheet Asset Onboarding Business Process Map

ASSOCIATED EQUIPMENT AND MATERIALS:

Application: Maximo

DEFINITIONS/ABBREVIATIONS:

WUD – Water Utilities Department

CIP – Capital Improvement Program

O&M – Operations and Maintenance

ENG - Engineering

PROCEDURE:

1. The assigned Project Manager (PM) shall contact the Asset Management section (wudassetmgmt@pbcwater.com) before the start of the project/kick-off meeting.

STANDARD OPERATING PROCEDURE

- 2. The assigned planner from Asset Management will attend the kick-off meeting and coordinate with the PM for any asset data capture.
- 3. The PM will notify the assigned planner at the 60% Completion of the Construction Phase. Asset Management will need a 10 business day lead time to create the customized asset onboarding worksheet.
- 4. The assigned planner from Asset Management will submit the Asset Onboarding Worksheet to the PM and contractor.
- 5. Upon receipt of the completed Asset Onboarding Worksheet from the contractor or assigned PM, the assigned planner will review the information and coordinate with the contractor for any missed items.
- 6. At the Close-Out Phase, the contractor or PM will schedule a site walk down with the assigned planner and members of the Operations and Maintenance teams.
- 7. The assigned planner will validate the installed assets.
- 8. The assigned planner will send an email to the PM, contractor, and O&M team that all assets have been verified and captured in Maximo.